

# NON-RESIDENTIAL PLAN APPROVAL APPLICATION



## CITY OF MIDDLEBURG HEIGHTS BUILDING DEPARTMENT

15700 Bagley Road  
Middleburg Heights, OH 44130  
Phone (440) 234-2218

Website: [middleburgheights.com](http://middleburgheights.com) E-mail: [building@middleburgheights.com](mailto:building@middleburgheights.com)



**Scope of Project** (OBC 107.2.1):  General Building  Mechanical  Electrical  Plumbing

**Type of Project:**  New Building Construction  Alteration  Addition  Repairs

**Phased Plan Review:**  No  Yes (see Phased Plan Approval Worksheet)

**Related Information:** Is this project being submitted as a result of a previous preliminary plan review?

No  Yes, please provide preliminary plan review number: \_\_\_\_\_

Is this application being submitted as a result of a Notice of Violation or Adjudication Order?

No  Yes, please provide the adjudication order number: \_\_\_\_\_

### Project Location:

Street Address

Unit/Suite/Building #

Tenant/Company Name

Phone Number

### Permanent Parcel Number (required):

\_\_\_\_\_

Is this project/building located in a flood plain?  No  Yes

Has flood plain administrator been contacted for requirements?  No  Yes

### Description of Scope of Work Covered Under This Application:

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### Building Owner Information:

Owner Name

E-Mail

Street Address

City

State

Zip

Phone Number

### Applicant Information (Owner or designated representative) (OBC 107.2)

Company Name & Contact

E-Mail

Street Address

City

State

Zip

Phone Number

**Registered Design Professional:** \_\_\_\_\_ Architect \_\_\_\_\_ Engineer Reg/Cert Number: \_\_\_\_\_

Owner Name

E-Mail

Street Address

City

State

Zip

Phone Number

**GENERAL BUILDING CODE INFORMATION:** Sq. ft. of construction space: \_\_\_\_\_ Number of stories: \_\_\_\_\_  
Use group(s): \_\_\_\_\_ Mixed use groups: \_\_\_\_\_ Construction type: \_\_\_\_\_ Occupancy load: \_\_\_\_\_  
Building height: \_\_\_\_\_ ft. Storage height: \_\_\_\_\_ ft. Storage aisle width: \_\_\_\_\_ ft.  Separated  Non-separated  
**LIST USE GROUP FOR MIXED USE BUILDING:** \_\_\_\_\_ **OCCUPANCY TYPE FOR ASSOCIATED USE GROUP:** \_\_\_\_\_

Please submit this application with all documents and drawings online at: <https://web.mygov.us/>.

Once received you will be invoiced as follows:

**New Buildings:** \$1,000 Plan Exam Deposit & \$1,000 Site Plan Review Deposit. **As-built construction and site plan paper copies are to be submitted prior to final inspection for occupancy.**

**Building Additions:** \$500 Plan Exam Deposit & \$500 Site Plan Review Deposit. (No paper copies needed)

**Interior Alterations:** \$500 Plan Exam Deposit. (No paper copies needed)

**Payment can be made by cash, check or credit card (3.25% fee added)**

**CERTIFICATION:**

I certify that I am:  Owner  Owner's Authorized Agent

I certify that all information contained in this application is true, accurate, and complete to the best of my knowledge. My signature shall constitute an agreement on my part to abide by all Codes, Ordinances, and regulations of the State of Ohio and City of Middleburg Heights pertaining to this request. I further agree to pay all required fees and required review fees that may result from this application.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

----- **FOR CITY USE ONLY** -----

DATE RECEIVED:

WALK IN

MAIL IN

PROCESSED BY: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Building Commissioner

DATE:

\_\_\_\_\_